



**FAMILY  
INVESTMENT  
ADMINISTRATION**

## **INFORMATION MEMO**

**Issuance Date:** Immediately

**Effective Date:** January 8, 2005

**Obsoletes Information Memo #04-39**

**Control Number:** #05-21

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
LOCAL HEALTH DEPARTMENT STAFF**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA  
JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH/OOEP**

**RE: WAIVER CASE REDETERMINATIONS**

**PROGRAM AFFECTED: MA WAIVER**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS**

**SUMMARY:**

Recently DHR became aware of an issue concerning redeterminations for Home and Community Based Waiver cases (H-track) with associated cases. Not all local departments are forwarding the redetermination information packets (9702) for these waiver cases to the Division of Eligibility Waiver Services in a timely manner. The Waiver Division is responsible for all eligibility, interim change and maintenance decisions for all H-track Waiver AUs. If a waiver recipient in the H-track has an active associated AU at the LDSS (i.e. Food Stamps, TCA, FAC MA, etc.) or LHD (i.e. MCHP) the following instructions will ensure that H-track AU's are redetermined timely. This process is necessary to make sure that the MA waiver case is properly evaluated using manual processing, as all eligibility for waiver recipients is completed off line. CARES is the mechanism used once eligibility has been determined to deliver the Waiver Medical Assistance benefits.

**ACTION REQUIRED:**

When the H-track Waiver redetermination packet is received at the LDSS/LHD, the case manager should immediately initiate the redetermination on the H-Track AU, update the CARES narrative and forward the Waiver redetermination packet to the following address:

Division of Eligibility Waiver Services  
6 St Paul Street, Suite 400  
Baltimore, Maryland 21202

Remember, the LDSS/LHD that is responsible for the associated AUs (TCA, FS, MA), will remain the office of record for the entire case.

**INQUIRIES:**

Please direct questions concerning Waiver cases to Cathy Sturgill at 410-238-1247 or email [csturgil@dhr.state.md.us](mailto:csturgil@dhr.state.md.us). Direct all CARES inquiries to Gina Roberts at (410) 238-1297.

cc: FIA Management Staff  
Constituent Services  
DHR System Support  
DHMH Management Staff